

Single Audit Findings - Time & Effort Reporting

DPI is currently finishing the reviews of the 2010-11 single audit findings and developing management responses. Many LEAs received a finding for time and effort reporting, which is a requirement to document staff effort when salaries and fringe benefits are charged to a federal award.

LEAs will receive a management letter for time and effort findings either at the end of March or beginning of April. Since the LEA will only have a short amount of time to respond to the management letter, we wanted to provide LEAs with the requirements of the corrective action. The corrective action for time and effort findings will include:

- Providing DPI with an assurance that staff charged to the federal programs during the 2010-11 grant year were working on the programs' cost objectives.
- Providing DPI with an assurance that policies and procedures for time and effort reporting were developed and staff trained.
- Providing DPI with a sampling of semi-annual certifications for the time period of June 1, 2011, through December 31, 2011, of staff members determined to have a single cost objective and whose salaries were charged to federal programs. This sampling will be chosen by DPI from the LEA's submitted federal budgets and claims. Failure to provide this documentation during the time allocated will result in a determination of unallowed salary costs during the examined time period.
- Providing DPI with a sampling of personnel activity reports for the time period of either April 1, 2012, through April 31, 2012 (if the LEA receives a management letter in March) or May 1, 2012, through May 31, 2012 (if the LEA receives a management letter in April) of staff members determined to have multiple cost objectives and whose salaries were charged to the federal programs. This sampling will be chosen by DPI from the LEA's submitted federal budgets and claims. Failure to provide this documentation during the time allocated will result in a determination of unallowed salary costs during the examined time period.

Further instructions will be included in the management letter.